



DEPARTMENT OF WATER RESOURCES
EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

OFFICE SERVICES SUPERVISOR I (TYPING)
DEPARTMENTAL PROMOTIONAL

FINAL FILING DATE	November 8, 2011				
	Application forms (STD 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. <u>FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.</u>				
WHO SHOULD APPLY	<p>Applicants must have a permanent civil service appointment with the Department of Water Resources as of the final filing date, November 8, 2011; or</p> <p>Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.</p>				
HOW TO APPLY	<p>Examination Applications (Form STD 678 Rev. 6/2010) may be mailed or submitted in person.</p> <table><tr><td>MAILING ADDRESS:</td><td>FILE IN PERSON:</td></tr><tr><td>Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001</td><td>Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814</td></tr></table> <p>DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES. Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm, local office of the Employment Development Department, the State Personnel Board (SPB), and the SPB website: www.spb.ca.gov/jobs.</p>	MAILING ADDRESS:	FILE IN PERSON:	Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001	Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814
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IDENTIFICATION REQUIRED	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.				
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.				
SALARY RANGE	\$2638 - \$3210				
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the Department of Water Resources. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.				
EXAMINATION DATES	The entire examination will consist of a Qualifications Appraisal Interview. It is anticipated interviews will be held December 2011/January 2012.				
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the minimum qualifications for this examination by the final filing date, November 8, 2011.</p> <p>EITHER I</p> <p>One year of experience in California state service performing duties of a class with a level of responsibility equivalent to Office Assistant, Range B.</p> <p>OR II</p> <p>Two years of clerical experience performing duties pertinent to the specialty for which application is made.</p> <p>ALL LEVELS:</p> <p>In meeting the requirements under the II patterns, academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience.</p>				
POSITION DESCRIPTION	<p>This is the working supervisor level. Under general supervision, incumbents train new employees, supervise a small group engaged in difficult clerical work and personally perform the most complex work.</p> <p><i>Position exists with the Department of Water Resources in Sacramento County.</i></p>				

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION	This examination will consist of a Qualifications Appraisal Interview – Weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.
SCOPE OF EXAMINATION	<p>Qualifications Appraisal Interview – Weighted 100.00%</p> <p>In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Modern office methods, supplies and equipment.2. Business English and correspondence.3. Principles and techniques of effective supervision and training.4. Department's Equal Employment Opportunity objectives.5. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Perform difficult clerical work, including ability to spell correctly, use good English and make arithmetical computations.2. Follow oral and written directions.3. Evaluate situations accurately and take effective action.4. Read and write English at a level required for successful job performance.5. Make clear and comprehensive reports and keep difficult records.6. Meet and deal tactfully with the public.7. Apply specific laws, rules, and office policies and procedures.8. Prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling.9. Communicate effectively.10. Plan, organize, direct, and supervise the work of others.11. Effectively contribute to the department's Equal Employment Opportunity objectives.
ADDITIONAL DESIRABLE QUALIFICATIONS	Operate equipment required in the performance of the journey level duties of the specialty for which application is made. Examples include typewriter, dictaphone, calculating machine, or copying machine Equivalent to completion of the twelfth grade.
VETERANS PREFERENCE	Veterans Preference Credit is not granted in a promotional examination.

GENERAL INFORMATION

The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

For any examination without a written feature it is the candidate's responsibility to contact the Selection Services Section of the Department of Water Resources, (916) 653-4838 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm, local office of the Employment Development Department, the State Personnel Board (SPB), and the SPB website: www.spb.ca.gov/jobs.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. **California Relay Telephone Service** for the Deaf or hearing impaired: From TDD phones: 1-800-735-2929; From Voice phones: 1-800-735-2922.

For information regarding this examination, please contact Brandon Littlejohn at (916) 653-7109.